

A NEW WEB-BASED PERSONNEL ADMINISTRATION SYSTEM

CAMPS PROGRESS:

The New Jersey Department of Personnel (DOP) has completed the CAMPS Orientation Sessions throughout the State as well as the user system testing by some appointing authorities.

We want to thank you for your attendance at these very important sessions especially thank you for the extremely warm reception you gave to our staff at these meetings.

We at DOP want to make your transition to the new system as seamless as possible. Therefore we will continue to provide you with updates to the CAMPS transition process and also to answers to the many questions you have asked at these orientation sessions.

WHAT'S NEXT

Use of the new CAMPS forms starts May 10th !

DOP intends to convert the current local government employee data-base to the CAMPS data-base by the end of May.

After an internal implementation period of about a month, the group of 8 jurisdictions that have been involved in the CAMPS user testing will be authorized for on-line access.

Once the local 8 jurisdictions have been up and running for at least a month and all the bugs have been controlled, we will develop a roll-out schedule for bringing other jurisdictions on-line.

We believe that if the system is performing as intended, local governments will be added continually over the course of the next two years.

WHAT DO YOU DO UNTIL YOU ARE AUTHORIZED FOR ON LINE ACCESS?

Local government appointing authorities will be **required** to use the new CAMPS forms until authorized for on-line access.

If you were unable to attend an orientation session, please advise your Human Resource Consultant. We will send you the materials provided at those sessions, which include the Forms Completion Manual with the associated forms

CAMPS FORMS

Forms are now available on the DOP home page at: www.state.nj.us/personnel. You will find CAMPS forms under the header FORMS

(more)

IMPORTANT

The old DPF 66 & 67 forms will **not be accepted** after May 7, 2004. All personnel actions submitted after May 7th must be submitted on the new CAMPS forms.

Therefore, beginning **May 10th** the new CAMPS forms must be used.

PLEASE NOTE

CAMPS Forms are "living documents". When the CAMPS screens are modified, the forms will also be modified accordingly.

As the forms are updated, you will be advised via this newsletter.

Please do not print a year's supply (or even a month's supply) because as the system grows and develops, the forms will too.

You should replace the older CAMPS forms with the new ones as they are changed.

CAMPS IMPLEMENTATION

The DOP is likely to implement CAMPS internally by late spring. This will require that you are familiar with the new

forms since you will be required to use them for all personnel actions at that point, even if you are not yet on-line.

The process for downloading the employee information onto the CDROM disks has been delayed due to production problems. We expect to have the CDs to you prior to the date you begin using the forms.

FREQUENTLY ASKED QUESTIONS FROM CAMPS SESSIONS

Q. When will CAMPS reports be available for appointing authorities?

A. Reports will be available when the system goes live at the DOP. You will be able to request reports through your Human Resource Consultant. Once you are authorized for on-line access you will be able to generate reports yourself.

Q. Will there be more training when the Appointing Authorities gain access to the on-line system?

A. As each AA is approved for on-line access, the Human Resource Consultant responsible for that jurisdiction will schedule on-site training.

Q. Will the new Employee ID follow an employee from job to job?

A. Yes, This new Employee ID may eventually become the employee's unique id for all State Information systems, such as Pensions, and Motor Vehicles

(more)		transition phase. Once you are on-line, you will only have to mail those
<p>Q. My agency requires multiple levels of approval before the personnel action can be completed. Will more than one person from my agency have access to the transaction screens once my agency goes On-line?</p> <p>A. Yes, a new layer of security has been added to the system. The authorized Appointing Authority may designate specific individuals in the agency who will be permitted to have access to the screens for the required approvals. Each person will get a unique login id for accessing the system that <u>will be controlled by the Appointing Authority</u>. The final agency approval will rest with the authorized appointing authority that the DOP has on record for that agency.</p>	<p>Q. Can forms be completed by hand?</p> <p>A. Yes, the fields on the form can be completed by hand or can be typewritten.</p> <p>Q. Why do local governments have to identify essential employees?</p> <p>A. If an emergency situation occurs, only essential employees will be permitted to be on the roads. In the future the State Police will have access to the lists of essential employees and will permit those employees to move about.</p> <p>Q. Will I still be required to mail forms that have SSN on them after I get on the system?</p> <p>A. The forms containing SSN will only have to be mailed during this</p>	<p>forms that require signatures or simply sign a screen print.</p> <p>Q. If the employee receives stipends in addition to their base salary, how do I record this information in CAMPS?</p> <p>A. Record the total stipend that is received by the employee in the extra salary field and provide documentation in the comment field on the type and amount of the additional compensation.</p> <p>Q. Why are two forms required to record an employee's mailing address and home address if both are different?</p> <p>(more)</p>

The new sentence should read: The employee would have to take a leave of absence to serve in the

Please share this Newsletter with all agency staff associated

unclassified position and would retain their permanent status.”

with completing personnel transactions.

- A. If you are recording additional personal information on the employee, you must use the Static Employee Information Change form. However, in Stage 2 of CAMPS, we are considering adding these fields to the Establish Employee Screen.

Forms Manual Correction:

Page 6 –Advancement-
Transaction Code 19

Remove the word ***not*** from the sentence: “The employee would “not” have to take a leave of absence to serve in the unclassified position and would retain their permanent status.”

CAMPS Forms Mailing Address

CAMPS Forms
P.O. Box 354
Trenton, NJ 08625

E-mail address for
CAMPS forms:

[CAMPS.FORMS@dop.
state.nj.us](mailto:CAMPS.FORMS@dop.state.nj.us)

E-mail address for
CAMPS system
questions:

[CAMPS.SUPPORT@
dop.state.nj.us](mailto:CAMPS.SUPPORT@dop.state.nj.us)